REGISTER FOR CLASSES
- Go to Eagle Website (http://eagle.northwestu.edu)
- Select Courses (top of the page) and choose Self Service
- Log In (User Name: NU Email address / Password: ‘Nu’+9-digit ID#)
  - Example password: Nu000123456
- Select the Register tab
- Select the Traditional Courses menu item
- Select the Period for which you want to register. (2015 / FALL)
  - If the status for the period is OK to register, select the Period and continue with the registration process
  - If the status for the period is NOT OK to register, you are not authorized to register for this Period at this time. Get our attention and we can assist you

ADD CLASSES TO SHOPPING CART
- Select Section Search
- Fine-tune your search criteria (as noted below), and then click Search

- Select the courses you want to take:
  - For any open course section you want to take, select Add to Cart
  - For any closed course section you want to take, select Add to Waitlist
- A Course Added confirmation message will appear to verify your selection

PROCESS CART / ADD CLASSES TO YOUR SCHEDULE
- Select Back to Registration
- Review your Shopping Cart to verify the course number, duration, session, number of credits, credit type, schedule, location, instructor, and status for each course. Place a check mark next to each course you would like to add to your schedule.
- If the course list is correct, select Next
- Select Next once again to finalize your schedule selections
- You will receive the following message:
  - Congratulations! You have completed your Registration for: 2015/FALL
Dropping Courses Via Self Service

- Select the **Register** tab
- Select the **Traditional Courses** menu item
- Select the **Period** for which you want to drop courses
- **Select** the course(s) you would like to drop

![Registered Courses Table](image)

- Once you have chosen the course(s), select **Next**.

You’re done! Check your schedule to make sure the courses have been dropped!